

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 10-12
Open Date: 05-12-2010
Closing Date: 05-26-2010

Position Title/Series/Grade: Legal Clerk(OA),GS-986-5/6
w/promotion potential to the GS-7

Salary Range: GS-5 \$34,075 - \$44,293
GS-6 \$37,983 - \$49,375

Location: United States Tax Court
Office of the Clerk
Admissions & Appellate Section

Area of Consideration: All U.S. Citizens May Apply
(This is a Competitive Civil
Service Position)

Duties: The position is located in the Admissions/Appellate Section of the United States Tax Court. The incumbent assists in the processing of applications for admission to practice before the Court. This includes the accountability for fees received, the accomplishment of proper clearances of applicants, the maintenance of the Court's roll of practitioners and the preparation of a certificate of admission for issuance to each person ordered, enrolled and admitted. Receives and answers inquiries from attorneys and others concerning the requirements for admission to practice before the Tax Court. Assists in the review of applications for admission to practice for general acceptability and completeness. Assists in obtaining and recording clearances of applicants. Drafts Orders of the Court for approval and signature by the Chair, Committee on Admissions, Ethics and Discipline, directing the admission and enrollment of acceptable applicants to practice before the Court. Assists in making the arrangements for the non-attorney written examination, which is held biennially, and preparing notifications to eligible examinees. Examines and reviews for completeness and accuracy the appealed case record and assembles the case record as required by the rules of the Court of Appeals to which the appeal is addressed. Verifies the Court record against the docket entries to ascertain that all documents filed are included in the file, properly identified, arranged in proper order and are accurate. Assembles, indexes and binds record on appeal. Prepares appropriate Court notices and certificates. Posts entries in Court records and serves notices. Assists in maintaining case records, files, exhibits, etc., and periodically follows up on the status of the appealed cases and materials. Serves as a liaison between the public and the Court answering questions and providing assistance with questions about the rules for appealing a Tax Court case.

SPECIAL RATING FACTORS: (Knowledges, Skills, and Abilities Required By The Position) Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility.

1. **Skill in interpreting and applying office guidelines.**
2. **Skill in operating a variety of office equipment such as personal computers, typewriters, and copy machines.**
3. **Ability to communicate effectively with all levels of personnel, Court management, the public, and other government agencies.**
4. **Demonstrated ability to compose correspondence and prepare reports.**

Qualifications: Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position

To qualify at the GS-5 level, candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-4 level in the Federal service or four years of successfully completed post-high school education, leading to a bachelor's degree with an accredited educational institution or a combination of both.

To qualify at the GS-6 level, candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-5 level in the Federal service.

Specialized experience is experience which is directly related to the basic duties of the position. Such experience must have equipped the applicant with the particular knowledge, skills, and abilities required for successful job performance.

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply. Unofficial transcripts are acceptable. If you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Basis of Rating: Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSAs) listed above. You should provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

How Your Application Will Be Rated:

Applicants will be rated using the Category Rating System. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following two categories:

Well Qualified - Applicants possessing a background that demonstrates a satisfactory level of possession of the competencies, and/or completion of a four year academic program, leading to a bachelors degree, from an accredited educational institution.

Qualified - Applicants possessing the general experience requirement and/or any education, above the high school level, with an accredited educational institution.

Narrative Statements: To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The Special Rating Factor Narrative should be submitted on bond paper. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

Application of Veterans Preference for Delegated Examining: Category rating and selection procedures place those with veterans preference above non-preference eligibles within each category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated

from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.

A new law, Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application. Anyone claiming any type of veterans preference must submit with their application materials a legible DD-214.

Additional Information:

- ANY NON-STATUS APPLICANT SELECTED FOR THIS POSITION MUST SERVE A ONE-YEAR PROBATIONARY PERIOD.
- ALL candidates must submit Narrative Statements addressing all Special Rating Factors.
- Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service.
- Relocation expenses are not authorized for any selected applicant.
- U.S. citizenship is required.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:

**United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217**

Application materials must include: A resume or OF-612; and Narrative Statements - addressing the Special Rating Factors. All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to humanresources@ustaxcourt.gov. When faxing or emailing application materials please indicate the position you are applying for and the announcement number. For additional information, call the Office of Human Resources at (202) 521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.